

Changing Billing Splits on an Unloaded Blend Ticket

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Q. Is there a way to change the Billing Splits on an unloaded Blend Ticket before the ticket gets billed?

A. There are multiple ways to change Billing Splits on unloaded Blend Tickets.

1. Change the split on the ticket by selecting *Edit / Combine and Split Out* or by choosing **Split Out** on the *Blend Ticket Search* window. This feature will void the original ticket and replace it with a new Blend Ticket with the corrected splits. A billing note will be added showing the ticket number the new one replaced.
2. Select new splits before importing the Blend Ticket into an invoice, in which case a warning appears that asks to keep or replace the current split. The *Keep Current* option allows the splits to be kept that were selected prior to importing the Blend Ticket. In this case, the splits on the Blend Ticket do not get updated.
3. Void and re-enter the Blend Ticket.
4. Override splits on the Invoice line items.